

**HAMILTON COUNTY, TENNESSEE, OFFICE OF THE CLERK & MASTER**  
**PUBLIC RECORDS REQUEST FORM**

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The Tennessee Public Records Act (TPRA) grants Tennessee citizens an enforceable right to access open public records that exist at the time of the request. However, it is the policy of Hamilton County, Tennessee, Office of the Clerk & Master to extend such open public records access to all members of the public, regardless of residency. The TPRA does not require Records Custodians or the Public Records Request Coordinator to compile information or create or recreate records that do not exist. Certain information is not public, which may require that the requested records be redacted prior to being provided.

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**To:** Public Records Request Coordinator

Mail this printed form to: Hamilton County Clerk & Master's Office  
Attn: Public Records Request Coordinator  
625 Georgia Avenue, Suite 300  
Chattanooga, TN 37402

Date of Request: \_\_\_\_\_

**From:**

Requestor's Name:

Requestor's Phone Number:

Requestor's Mailing Address:

Requestor's Email Address:

Is Requestor a TN Resident?

Yes  No

**Type of Request:**

**Inspection Only:** *(The TPRA does not permit fees or require a written request for an "inspection only" request.)*

**Copy/Duplicate (Includes Electronic):** Copies not exceeding a cost of \$3 will be provided at no charge. Thereafter, fees will be assessed pursuant to the Hamilton County Clerk & Master's Public Records Policy. You will be provided an estimate of anticipated costs, which must be paid in advance of production of any records.

Copies (electronic or paper)	\$ .50/page
Colored Copies (electronic or paper)	\$ .50/page
Certified Photocopies	\$5.00 + \$.50/page

**Additional Fees:** If the final cost of fulfilling the records request is more than the estimated amount, Requestor must to pay the difference before records will be provided.

**Delivery preference:**

On-Site Pick-Up  
 Electronic

USPS First-Class Mail  
 Other: \_\_\_\_\_

**HAMILTON COUNTY, TENNESSEE, OFFICE OF THE CLERK & MASTER OPEN RECORDS ACT POLICY  
APPENDIX A**

**Records Requested:** Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the PRRC and/or Records Custodian responding to the request to identify the specific records you are seeking.

Type of Record Requested	Timeframe or Date Range	Subject Matter or Key Words Related to Requested Records
<i>Example: Will of John Doe</i>	<i>1/1/2001 - 1/1/2005</i>	<i>Last Will and Testament, 1425 Somewhere Street, 1940 Oldsmobile</i>

Notes or Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*By my signature below, I acknowledge my understanding that I must pay all fees before any records will be produced and/or made available to me.*

\_\_\_\_\_  
 Signature of Requestor

**This section to be completed by Public Records Request Coordinator**

Date Request Received: \_\_\_\_\_

Forwarded to: \_\_\_\_\_

Date Sent: \_\_\_\_\_